ST/SGB/2004/3
1 January 2004

United Nations

Staff Rules

Staff Rules 301.1 to 312.6 governing appointments for service of a limited duration

Secretary-General's bulletin

Secretary-General's bulletin

Staff Rules — 300 series

The Secretary-General, pursuant to staff regulations 12.2, 12.3 and 12.4, hereby promulgates the following:

Section 1
Revised edition of the 300 series of the Staff Rules

1.1 The revised edition of the 300 series of the Staff Rules, applicable to staff specifically engaged for short-term service and appointments of limited duration, is attached to the present bulletin.

1.2 For ease of reference, Articles 8, 97, 100, 101 and 105 of the Charter of the United Nations, which relate to the service of the staff, are included in the introductory part of the present revision.

1.3 The revised edition contains the updated text of appendix A to the 300 series of the Staff Rules.

1.4 In addition, the revised edition attached to the present bulletin incorporates the following amendment:

Staff rule 310.1 (d), Disciplinary measures, is amended to specify that a staff member shall be notified in writing of the allegations against him or her and of the right to seek the assistance of counsel at his or her own expense.

Section 2
Final provisions

2.1 Unless otherwise indicated, the effective date of all changes introduced in the present revised edition is 1 January 2004.

2.2 Secretary-General's bulletin ST/SGB/2003/3 of 1 January 2003 is hereby abolished.

(*Signed*) Kofi A. **Annan**
Secretary-General

Scopc and purpose of the 300 series of Staff Rules

The 300 series of the Staff Rules is applicable to staff members recruited specifically to meet special needs of the United Nations for services of a limited duration. The Rules provide for two types of non-career appointment:

(a) Short-term (ST) appointments, for a period not exceeding six months. The purposes for which such appointments may be made are for assistance in dealing with peak workloads or meeting unforeseen demands; to cover essential work which, as a result of vacancies or absences for mission service, cannot be performed by regular staff; and to provide services for conferences and other short-term purposes;

(b) Appointments for activities of a limited duration (LD appointments), including peacekeeping, peacemaking and humanitarian missions, technical cooperation in the field and other emergency operations. Such appointments are intended for assignments not expected to exceed three years, with a possibility of extension, exceptionally, for a fourth and final year. Under no circumstances will an extension beyond four years be granted.

These Rules are to be read in conjunction with the Staff Regulations of the United Nations, which are enacted by the General Assembly. The Staff Regulations embody the fundamental conditions of service and the basic rights, duties and obligations of the United Nations Secretariat.

The Secretary-General, as the Chief Administrative Officer, provides and enforces such Staff Rules, consistent with the principles expressed in the Staff Regulations, as he considers necessary.

Rules 301.1 to 312.6 are numbered to show their relationship to the articles of the Staff Regulations. Thus, rule 301.3 deals with a subject covered by article I of the Regulations; rule 306.2 deals with a subject covered by article VI of the Regulations; and rule 312.1 deals with a subject covered by article XII of the Regulations.

The articles of the Staff Regulations are:

Article		*Rules*
I.	Duties, obligations and privileges	301.1–301.5
II.	Classification of posts and staff	
III.	Salaries and related allowances	303.1–303.6
IV.	Appointment and promotion	304.1–304.7
V.	Annual and special leave	305.1–305.2
VI.	Social security	306.1–306.5
VII.	Travel and removal expenses	307.1–307.7
VIII.	Staff relations	308.1
IX.	Separation from service	309.1–309.7
X.	Disciplinary measures	310.1
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XII.	General provisions	312.1–312.6

Charter of the United Nations

Provisions relating to service of the staff

Article 8

The United Nations shall place no restrictions on the eligibility of men and women to participate in any capacity and under conditions of equality in its principal and subsidiary organs.

Article 97

The Secretariat shall comprise a Secretary-General and such staff as the Organization may require. The Secretary-General shall be appointed by the General Assembly upon the recommendation of the Security Council. He shall be the chief administrative officer of the Organization.

Article 100

1. In the performance of their duties the Secretary-General and the staff shall not seek or receive instructions from any Government or from any other authority external to the Organization. They shall refrain from any action which might reflect on their position as international officials responsible only to the Organization.

2. Each Member of the United Nations undertakes to respect the exclusively international character of the responsibilities of the Secretary-General and the staff and not to seek to influence them in the discharge of their responsibilities.

Article 101

1. The staff shall be appointed by the Secretary-General under regulations established by the General Assembly.

2. Appropriate staff shall be permanently assigned to the Economic and Social Council, the Trusteeship Council, and, as required, to other organs of the United Nations. These staff shall form a part of the Secretariat.

3. The paramount consideration in the employment of the staff and in the determination of the conditions of service shall be the necessity of securing the highest standards of efficiency, competence and integrity. Due regard shall be paid to the importance of recruiting the staff on as wide a geographical basis as possible.

Article 105

1. The Organization shall enjoy in the territory of each of its Members such privileges and immunities as are necessary for the fulfilment of its purposes.

2. Representatives of the Members of the United Nations and officials of the Organization shall similarly enjoy such privileges and immunities as are necessary for the independent exercise of their functions in connection with the Organization.

3. The General Assembly may make recommendations with a view to determining the details of the application of paragraphs 1 and 2 of this Article or may propose conventions to the Members of the United Nations for this purpose.

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Staff Rules 301.1-312.6 governing appointments for service of a limited duration

Rule 301.1
Applicability

(a) Staff rules 301.1 to 312.6 are applicable to staff members:

(i) Specifically engaged on short-term (ST) appointments for conference and other short-term service for a period not exceeding six consecutive months, at all duty stations where separate rules for such staff have not otherwise been established;

(ii) Specifically recruited on limited duration (LD) appointments for activities of a limited duration not expected to exceed three years, including peacekeeping and peacemaking, humanitarian, technical cooperation and emergency operations.

(b) The Secretary-General may establish special conditions of employment applicable to short-term language staff at the Professional level on specific assignments.

Rule 301.2
Status of staff

The declaration made by a staff member on appointment shall be placed in his or her official status file. A new declaration shall be made after a break in service that exceeds three months.

Rule 301.3
Basic rights and obligations of staff

General

(a) Disciplinary procedures set out in article X of the Staff Regulations and rule 310.1 may be instituted against a staff member who fails to comply with his or her obligations and the standards of conduct set out in the Charter of the United Nations, the Staff Regulations and Rules, and Financial Regulations and Rules and all administrative issuances.

(b) Staff members shall follow the directions and instructions properly issued by the Secretary-General and their supervisors.

(c) Staff members must comply with local laws and honour their private legal obligations, including, but not limited to, the obligation to honour orders of competent courts.

Specific instances of prohibited conduct

(d) Any form of discrimination or harassment, including sexual or gender harassment, or physical or verbal abuse at the workplace or in connection with work, is prohibited.

(e) Staff members shall not disrupt or otherwise interfere with any meeting or other official activity of the Organization, nor shall staff members threaten,

intimidate or otherwise engage in any conduct intended, directly or indirectly, to interfere with the ability of other staff members to discharge their official duties.

(f) Staff members shall not intentionally misrepresent their functions, official title or the nature of their duties to Member States or to any entities or persons external to the United Nations.

(g) Staff members shall not intentionally alter, destroy, misplace or render useless any official document, record or file entrusted to them by virtue of their functions, which document, record or file is intended to be kept as part of the records of the Organization.

(h) Staff members shall not seek to influence Member States, principal or subsidiary organs of the United Nations or expert groups in order to obtain a change from a position or decision taken by the Secretary-General, including decisions relating to the financing of Secretariat programmes or units, or in order to secure support for improving their personal situation or the personal situation of other staff members, or for blocking or reversing unfavourable decisions regarding their status or their colleagues' status.

(i) Staff members shall neither offer nor promise any favour, gift, remuneration or any other personal benefit to another staff member or to any third party with a view to causing him or her to perform, fail to perform or delay the performance of any official act. Similarly, staff members shall neither seek nor accept any favour, gift, remuneration or any other personal benefit from another staff member or from any third party in exchange for performing, failing to perform or delaying the performance of any official act.

(j) Staff members shall not unduly interfere or seek to interfere in the proper establishment or the functioning of the joint bodies established under articles X and XI of the Staff Regulations to advise the Secretary-General on disciplinary matters or on appeals by staff members against an administrative decision. Similarly, staff members shall not unduly influence or attempt to influence any individual participating in the process in the exercise of his or her functions. Nor shall any staff member threaten, retaliate or attempt to retaliate against such individuals or against staff members exercising their right to appeal against administrative decisions.

Honours, gifts or remuneration

(k) Acceptance by staff members of any honour, decoration, favour, gift or remuneration from non-governmental sources requires the prior approval of the Secretary-General. Approval shall be granted only in exceptional cases and where such acceptance is not incompatible with the interests of the Organization and with the staff member's status as an international civil servant. However, staff members may occasionally accept, without prior approval, minor gifts of essentially nominal value having regard to the duty station concerned, provided that all such gifts are promptly disclosed to the head of the office, who may direct that the gift be entrusted to the Organization or returned to the donor.

(l) The Secretary-General may authorize staff members to accept from a non-governmental source or a university academic awards, distinctions and tokens of a commemorative or honorary character, such as scrolls, certificates, trophies or other items of essentially nominal monetary value.

(m) Staff members, as part of their official functions, will be expected from time to time to attend governmental or other functions, such as meals and diplomatic receptions. Such attendance is not considered receipt of a favour, gift or remuneration within the meaning of the Staff Regulations and Rules.

(n) The Secretary-General may, in exceptional cases, provided that this is in the interest of the United Nations and not incompatible with the staff member's status, authorize a staff member to receive from a non-governmental source an honour, decoration, favour, gift or remuneration other than those referred to in staff rules 301.3 (k) to (m) above.

Conflict of interest

(o) A staff member who has occasion to deal, in his or her official capacity, with any matter involving a profit-making, business or other concern in which he or she holds a financial interest, directly or indirectly, shall disclose the measure of that interest to the Secretary-General and, except as otherwise authorized by the Secretary-General, either dispose of that financial interest or formally excuse himself or herself from participating with regard to any involvement in that matter which gives rise to the conflict of interest situation.

(p) The Secretary-General shall establish procedures for the filing and utilization of financial disclosure statements.

Outside activities

(q) Staff members shall not, except in the normal course of official duties or with the prior approval of the Secretary-General, engage in any of the following acts, if such act relates to the purpose, activities or interests of the United Nations:

(i) Issue statements to the press, radio or other agencies of public information;

(ii) Accept speaking engagements;

(iii) Take part in film, theatre, radio or television productions;

(iv) Submit articles, books or other material for publication.

(r) Membership in a political party is permitted, provided that such membership does not entail action, or an obligation to take action, by the staff member contrary to staff regulation 1.2 (h). The payment of normal financial contributions to a political party shall not be construed as an activity inconsistent with the principles set out in staff regulation 1.2 (h).

(s) The Secretary-General shall establish procedures whereby staff may seek in confidence clarification as to whether proposed outside activities would conflict with their status as international civil servants.

Travel and per diem for outside activities

(t) Staff members who are authorized by the Secretary-General to participate in activities organized by a Government, intergovernmental organization, non-governmental organization or other private source, may receive from the Government, intergovernmental organization, non-governmental organization or private source, accommodation and travel and subsistence allowance generally in

line with those payable by the United Nations. In such cases, the travel subsistence allowance that may otherwise be payable by the United Nations shall be reduced, as envisaged by rule 307.4 (a).

Rule 301.4
Performance of staff

(a) The performance of staff members shall be evaluated to assess their efficiency, competence and integrity and to ensure their compliance with the standards set out in the Staff Regulations and Rules for purposes of accountability.

(b) Performance reports shall be prepared regularly in accordance with procedures established by the Secretary-General.

Rule 301.5
Hours of work and official holidays

(a) The Secretary-General shall set the normal number of working hours per week for each duty station. Exceptions may be made by the Secretary-General as the needs of the service may require. A staff member shall be required to work beyond the normal tour of duty whenever requested to do so.

(b) The number of official holidays at each duty station shall be ten days in each year, including those official holidays mandated by the General Assembly, which shall be observed at all duty stations. The Secretary-General shall set for each duty station the official holidays not mandated by the General Assembly and notify the staff accordingly.

Rule 303.1
Salaries

(a) The Secretary-General shall set the salary rates for each duty station for staff members appointed under these Rules as follows:

(i) For staff recruited for conference and other short-term service under rule 301.1 (a) (i) (ST appointments) (see appendix A);

(ii) For staff recruited specifically for service of a limited duration, under rule 301.1 (a) (ii) (LD appointments) (see appendix C).

(b) Salaries and emoluments of staff appointed under these Rules shall be subject to the staff assessment plan under the conditions specified in staff regulation 3.3 and paragraph (c) of this rule.

(c) Staff appointed under these Rules at the Professional level and above shall be governed by the rates of staff assessment for staff without dependants specified in staff regulation 3.3 (b) (i). All other short-term staff shall be governed by the rates set forth in staff regulation 3.3 (b) (ii).

Rule 303.2
Overtime, compensatory time off and night differential

Conditions for the granting of compensatory time off or for the payment of overtime or night differential at each duty station shall be set by the Secretary-General.

Rule 303.3
Retroactivity of payments

A staff member who has not received a payment to which he or she is entitled shall not receive such payment unless the staff member makes a claim in writing within one year from the date on which he or she would have been entitled to the payment.

Rule 303.4
Dependency allowances

Staff members appointed under these Rules shall not be eligible for dependency allowances.

Rule 303.5
Deductions and contributions

(a) Staff assessment, at the rates and subject to the conditions prescribed in staff regulation 3.3 and rule 303.1, shall be deducted each pay period from the total payments due to each staff member.

(b) The Secretary-General may make deductions from payments due from the United Nations for indebtedness to the United Nations or to third parties, for lodging provided by the United Nations, a Government or a related institution or for contributions for which provision is made under these Rules.

Rule 303.6
Salary advances

Salary advances may be made to staff members appointed under these Rules:

(a) In cases where staff members do not receive their regular pay cheque through no fault of their own, in the amount due;

(b) In cases where new staff members arrive without sufficient funds, in such amounts as the Secretary-General may deem appropriate.

Rule 303.7
Special post allowance

(a) Staff members shall be expected to assume temporarily, as a normal part of their customary work and without extra compensation, the duties and responsibilities of higher-level posts.

(b) A staff member appointed for a limited duration under rule 301.1 (a) (ii) who is called upon to assume the full duties and responsibilities of a post at a clearly recognizable higher level than his or her own for a temporary period exceeding three months may, in exceptional cases, be granted a non-pensionable special post allowance from the beginning of the fourth month of service at the higher level.

(c) The allowance may be paid on assumption of the higher duties and responsibilities, under conditions established by the Secretary-General, when a staff member is assigned to serve on a mission, or when a staff member in the General Service category is required to serve in a higher-level post in the Professional

category, or when a staff member in any category is required to serve in a post at more than one level above his or her level.

(d) The amount of the special post allowance shall be equivalent to at least one additional step of the service allowance received by the staff member before the special post allowance was granted.

Rule 304.1
Letter of appointment

The letter of appointment granted to every staff member contains expressly or by reference all the terms and conditions of employment. All contractual entitlements of staff members are strictly limited to those contained expressly or by reference in their letters of appointment.

Rule 304.2
Effective date of appointment

(a) The appointment of a staff member on short-term (ST) appointment shall take effect from the date on which the staff member starts to perform his or her duties, provided that this date may be adjusted in the case of a non-locally recruited staff member to include all or part of the period spent in travel by a route and mode of transportation approved in the staff member's case by the Secretary-General.

(b) The appointment of staff engaged for activities of a limited duration under staff rule 301.1 (a) (ii) (LD appointment) shall take effect from the date on which the staff member enters into official travel status to assume his or her duties, or, if no official travel is involved, from the date on which the staff member starts to perform his or her duties.

Rule 304.3
Notification by staff members and obligation to supply information

(a) Staff members appointed under these Rules shall be responsible for supplying the Secretary-General with whatever information may be required for the purpose of determining their status under the Staff Regulations and Staff Rules or of completing administrative arrangements in connection with their appointments. Specifically, this requirement shall include information on nationality, passport and visa, marital status, dependency status and designation of beneficiary, and information concerning any financial interest the staff member may hold in any business concern with which he or she may have to deal as a staff member.

(b) Staff members shall also be responsible for promptly notifying the Secretary-General, in writing, of any subsequent changes affecting their status under the Staff Regulations and Staff Rules.

(c) A staff member who is arrested, charged with an offence other than a minor traffic violation or summoned before a court as a defendant in a criminal proceeding or convicted, fined or imprisoned for any offence other than a minor traffic violation shall immediately report the fact to the Secretary-General.

Rule 304.4
Temporary appointments

(a) All appointments under these Rules are temporary appointments for a fixed term, the period of which is specified in the letter of appointment. Appointments granted under these Rules may be terminated prior to their expiration dates in accordance with the provisions of rule 309.1. Appointments under these Rules carry no expectancy of renewal or of conversion to any other type of appointment.

(b) Appointments under staff rule 301.1 (a) (ii) (LD appointments) may be granted for a period not exceeding three years, subject to renewal, exceptionally, for a final period of one year.

Rule 304.5
Local and non-local recruitment

(a) Staff members appointed under these Rules who have been recruited in the country of the duty station shall be regarded as local recruits. They shall be eligible for the salary rate applicable to local recruits, but not for payment of travel expenses upon appointment or on separation other than as provided under paragraph (c) below.

(b) Staff members appointed under these Rules who have been recruited outside the country of the duty station shall be regarded as non-local recruits. They shall be eligible for the salary rate applicable to non-local recruits and for payment of travel expenses upon appointment and separation, in accordance with these Rules.

(c) A staff member recruited within the country of the duty station may nevertheless be regarded as non-locally recruited if, in the opinion of the Secretary-General, the staff member's normal place of residence at the time of recruitment and the nature of the post for which he or she has been recruited so warrant. Such a staff member shall be eligible for payment of salary at the rates applicable to non-local recruits and for payment of transportation expenses only as determined by the Secretary-General in each case.

Rule 304.6
Family relationships

(a) Except where another person equally well qualified cannot be recruited, appointment shall not normally be granted to a person who bears any of the following relationships to a staff member: father, mother, son, daughter, brother or sister.

(b) The husband or wife of a staff member may be appointed provided that he or she is fully qualified for the post for which he or she is being considered and that the spouse is not given any preference by virtue of the relationship to the staff member.

(c) Staff members who bear any of the relationships specified in paragraphs (a) and (b) above shall not be assigned to serve in the same department if one of the posts is subordinate to the other in the line of authority.

(d) If two staff members marry, the benefits and entitlements which accrue to them shall be modified as provided in the relevant Staff Rules; their appointment status shall not, however, be affected.

Rule 304.7
Medical examination

(a) Staff members may be required from time to time to satisfy the United Nations Medical Officer, by medical examination, that they are free from any ailment likely to impair the health of others.

(b) Staff members may also be required to undergo such medical examinations and receive such inoculations as may be required by the United Nations Medical Officer within three months of initial appointment under rule 301.1 (a) (ii) or before they go on or after they return from official travel on behalf of the Organization.

Rule 305.1
Annual leave

(a) Staff members recruited in accordance with staff rule 301.1 (a) (i) (ST appointments) shall not be eligible for annual leave.

(b) The Secretary-General shall set terms and conditions under which annual leave may be allowed to staff members specifically recruited for service of limited duration under staff rule 301.1 (a) (ii) (LD appointments).

Rule 305.2
Special leave

Staff members appointed under these Rules may be granted special leave, with full or partial pay or without pay, for compelling reasons for such period as the Secretary-General may deem appropriate in the circumstances.

Rule 306.1
Joint Staff Pension Fund

Staff members appointed under these Rules, who meet the requirements of article 21 of the Regulations of the United Nations Joint Staff Pension Fund, shall become participants in the Joint Staff Pension Fund provided that participation is not excluded by the terms of their appointment. The pensionable remuneration for staff members who become participants in the Pension Fund are set out in appendices A and C to these Rules.

Rule 306.2
Sick leave

Staff members appointed under these Rules who are unable to perform their duties by reason of illness or injury or whose attendance is prevented by public health requirements will be granted sick leave in accordance with the following provisions:

(a) All sick leave must be approved on behalf of the Secretary-General;

(b) Entitlement to sick leave shall be subject to a maximum rate of two working days for each full month of continuous service. Subject to the conditions provided in this rule, sick leave credits will be available at any time during service; however, should separation occur before the expiration date of the appointment, sick leave credits will be recalculated on the basis of the actual period of service;

(c) Any absence of more than two consecutive working days must be supported by a medical certificate in all cases. After a staff member has taken uncertified sick leave totalling three working days within any period of six months of continuous service, any further absence from duty within that period shall either be supported by a medical certificate or charged as special leave without pay;

(d) A staff member may be required at any time to submit a medical report as to his or her condition or to undergo a medical examination by the United Nations medical services or a medical practitioner designated by the Medical Director. When, in the opinion of the Medical Director, a medical condition impairs a staff member's ability to perform his or her functions, the staff member may be directed not to attend the office and requested to seek treatment from a duly qualified medical practitioner. The staff member shall comply promptly with any direction or request under this rule;

(e) A staff member shall immediately notify a United Nations medical officer of any case of contagious disease occurring in his or her household or of any quarantine order affecting the household. In such a case, or in the case of any other conditions which may affect the health of others, the Medical Director shall decide whether the staff member should be excused from attendance at the office. If so excused, the staff member shall receive full salary and other emoluments for the period of authorized absence;

(f) A staff member, while on sick leave, shall not leave the area of the duty station without the prior approval of the Secretary-General.

Rule 306.3
Medical insurance

(a) Staff members engaged under rule 301.1 (a) (i) may participate in a United Nations medical insurance scheme under conditions established by the Secretary-General.

(b) Staff members engaged under rule 301.1 (a) (ii) shall participate in a medical insurance scheme under conditions established by the Secretary-General unless specifically exempted from such participation. The United Nations shall not be responsible for the medical expenses of staff members who are exempted from participation in a medical insurance scheme provided by the United Nations except in accordance with the provisions of staff rule 306.4.

Rule 306.4
Compensation for death, injury or other disability attributable to service

Staff members appointed under these Rules shall be entitled to compensation in the event of illness, injury or death attributable to the performance of official duties on behalf of the United Nations. The Secretary-General shall decide in each case whether to apply the provisions of appendix D to the Staff Rules or to offer comparable compensation.

Rule 306.5
Compensation for loss of or damage to personal effects attributable to service

Staff members appointed under these Rules shall be entitled, within the limits and under the conditions established by the Secretary-General, to reasonable compensation in the event of loss or damage to their personal effects determined to be directly attributable to the performance of official duties on behalf of the United Nations.

Rule 307.1
Official travel

The United Nations shall pay the authorized travel expenses of staff members appointed under these Rules under the following circumstances:

(a) In respect of non-locally recruited staff members, on appointment and separation;

(b) On official business for the United Nations;

(c) On travel authorized for medical or security reasons or in other appropriate cases, when, in the opinion of the Secretary-General, there are compelling reasons for paying such expenses.

Rule 307.2
Authority for travel

(a) Before travel is undertaken, it shall be authorized in writing. In exceptional cases, staff members may be authorized to travel on oral orders, but such oral authorization shall require written confirmation. A staff member shall be personally responsible for ascertaining that he or she has the proper authorization before commencing travel.

(b) Unless the staff member is specifically authorized to make other arrangements, all tickets for transportation involving official travel shall be purchased by the United Nations in advance of the actual travel.

Rule 307.3
Expenses for travel

(a) Except as provided in paragraph (c) below, travel expenses shall normally cover the actual cost of transportation on official travel by a route, mode and standard of transportation approved by the Secretary-General, together with terminal expenses at rates and under conditions established by the Secretary-General.

(b) The United Nations shall pay only for transportation and accommodations actually authorized and used. All claims for reimbursement of travel expenses must be supported by receipts.

(c) The Secretary-General may establish a lump-sum arrangement for travel on the appointment and separation of staff specifically recruited for service of a limited duration in accordance with rule 301.1 (a) (ii) (LD appointments).

(d) Official travel on behalf of the United Nations, other than travel on appointment or separation as covered by these Rules, shall be governed by the corresponding travel rules in the 100 series of the Staff Rules.

(e) The Secretary-General may reject any claim for payment or reimbursement of travel expenses which are incurred in contravention of any provision of these Rules.

Rule 307.4
Subsistence allowance

(a) A staff member appointed under these Rules who is authorized to travel at United Nations expense shall receive an appropriate subsistence allowance under conditions defined by the Secretary-General and in accordance with a schedule established from time to time, except in respect of travel on appointment, assignment or repatriation. In such cases, the allowance may be paid for stopovers actually made during such travel under conditions established by the Secretary-General. The rates of subsistence allowance shall be subject to reduction in cases where lodging or meals are provided free of charge by the United Nations, by a Government or by a related institution.

(b) When a non-locally recruited staff member whose salary rate is set forth in section I of appendix A to these Rules is assigned to another duty station for two weeks or more and receives a travel subsistence allowance under paragraph (a) above, the net salary of the staff member shall be changed from the non-local rate to the local rate at the first duty station for the duration of the assignment to the other duty station.

Rule 307.5
Loss of entitlement for return transportation

A staff member appointed under these Rules who resigns shall not normally be entitled to payment of return travel expenses. The Secretary-General may, however, authorize such payment if there are compelling reasons for so doing.

Rule 307.6
Excess baggage and unaccompanied shipments

(a) For the purposes of these Rules, "excess baggage" shall mean baggage in excess of the weight or volume carried without extra charge by transportation companies.

(b) Staff members travelling by air shall be entitled to reimbursement of the cost of excess baggage to the extent of the difference between their free baggage allowance and the free baggage allowance in first class air travel, subject to conditions established by the Secretary-General.

(c) When a staff member appointed under these Rules travels at United Nations expense, the Secretary-General may authorize the shipment of personal effects by the most economical means, up to a maximum of 100 kg (220 lbs) or 0.6 cubic metres (22 cubic feet), including the weight or volume of packing but excluding crating and lift vans. Where surface shipment is the most economical means of transportation, surface shipment shall normally be authorized.

Rule 307.7
Insurance

(a) Staff members shall not be reimbursed for the cost of personal accident insurance or of insurance of accompanied personal baggage. However, compensation may be paid under arrangements in force under rule 306.5, in respect of loss of or damage to accompanied personal baggage directly attributable to the performance of official duties on behalf of the United Nations.

(b) When a shipment under staff rule 307.6 (c) is authorized, insurance coverage shall be provided by the Organization up to the maximum amount established by the Secretary-General.

Rule 308.1
Staff relations

Rule 108.1 on staff representative bodies and rule 108.2 on joint staff-management machinery shall apply to staff members appointed under these Rules. Their texts are reproduced in appendix E to these Rules.

Rule 309.1
Resignation

(a) A resignation within the meaning of the Staff Regulations is a separation initiated by the staff member.

(b) Unless otherwise specified in their letter of appointment, staff members recruited under these Rules shall give written notice of resignation. The following period of notice shall apply:

(i) One week for locally recruited staff on an ST appointment under rule 301.1 (a) (i);

(ii) Two weeks for non-locally recruited staff on an ST appointment under rule 301.1 (a) (i);

(iii) Thirty days for staff recruited on an LD appointment under rule 301.1 (a) (ii).

The Secretary-General may, however, accept resignations on shorter notice.

Rule 309.2
Termination

(a) A termination within the meaning of the Staff Regulations is a separation from service initiated by the Secretary-General, other than summary dismissal for serious misconduct.

(b) The appointment of a staff member appointed under these Rules may be terminated at any time if, in the Secretary-General's opinion, such action would be in the interest of the United Nations.

Rule 309.3
Notice of termination

(a) Staff appointed under these Rules whose contracts are to be terminated prior to the specified expiration date shall be given not less than one week's written notice in the case of locally recruited staff members and two weeks' written notice in the case of non-locally recruited staff members, or as otherwise provided in the letter of appointment.

(b) In lieu of the notice period, the Secretary-General may authorize compensation equivalent to salary and applicable allowances corresponding to the relevant notice period, at the rate in effect on the last day of service.

Rule 309.4
Termination indemnity

In accordance with paragraph (e) of annex III to the Staff Regulations, staff members appointed under these Rules shall not be paid a termination indemnity unless such payment is specified in the letter of appointment.

Rule 309.5
Expiration of appointments

(a) Appointments under these Rules shall expire automatically and without prior notice on the expiration date of the period specified in the letter of appointment.

(b) Separation as a result of the expiration of any such appointment shall not be regarded as a termination within the meaning of the Staff Regulations and Staff Rules.

Rule 309.6
Last day for pay purposes

(a) When the separation of a staff member engaged under rule 301.1 (a) (ii) results from death occurring in the course of the appointment, entitlement to salary and emoluments shall cease as from the date of death. However, when there is a surviving spouse or one or more dependent children, a lump sum of three months' gross salary less staff assessment shall be paid to the surviving spouse and any dependent children, to be divided equally among those beneficiaries.

(b) Staff appointed under these Rules who, under rule 304.5, are non-local recruits with an entitlement to return travel shall be paid on separation a lump sum corresponding to the net salary and service allowance, where applicable, for the number of days of authorized travel, estimated on the basis of uninterrupted travel by an approved route and mode, from the duty station or the mission area to the place of entitlement to return travel.

Rule 309.7
Certification of service

Any staff member appointed under these Rules who so requests shall, on leaving the service of the United Nations, be given a statement relating to the nature

of his or her duties and the length of service. On the staff member's written request, the statement shall also refer to the quality of his or her work and official conduct.

Rule 310.1
Disciplinary measures

(a) Failure by a staff member to comply with his or her obligations under the Charter of the United Nations, the Staff Regulations and Staff Rules or other relevant administrative issuances or to observe the standards of conduct expected of an international civil servant may amount to unsatisfactory conduct within the meaning of staff regulation 10.2, leading to the institution of disciplinary proceedings and the imposition of disciplinary measures for misconduct.

(b) If an allegation of misconduct is made against a staff member and the Secretary-General so decides, the staff member may be suspended from duty, without prejudice to his or her rights. Such suspension shall be with pay unless, in exceptional circumstances, suspension without pay is appropriate. A staff member suspended under this paragraph shall be given a written statement of the reason for the suspension.

(c) In any case involving possible disciplinary action, the Secretary-General may refer the matter to a standing Joint Disciplinary Committee or may establish, on an ad hoc basis, machinery to advise him before any decision is taken.

(d) No disciplinary proceedings may be instituted against a staff member unless he or she has been notified, in writing, of the allegations against him or her and of the right to seek the assistance of counsel in his or her defence at his or her own expense, and has been given a reasonable opportunity to respond to those allegations.

(e) Disciplinary measures under these Rules may take one or more of the following forms:

(i) Written censure;

(ii) Suspension without pay;

(iii) Fine;

(iv) Separation from service, with or without notice or compensation in lieu of notice;

(v) Summary dismissal.

Rule 311.1
Appeals

Rule 111.1 on the establishment of joint appeals boards and rule 111.2 on appeals shall apply to staff members appointed under these Rules. Their texts are reproduced in appendix E to these Rules.

Rule 312.1
Amendment of Staff Rules

Subject to regulations 12.1, 12.2, 12.3, 12.4 and 12.5, these Rules may be amended by the Secretary-General in a manner consistent with the Staff Regulations.

Rule 312.2
Financial responsibility

Any staff member may be required to reimburse the United Nations either partially or in full for any financial loss suffered by the United Nations as a result of the staff member's negligence or of his or her having violated any regulation, rule or administrative instruction.

Rule 312.3
Liability insurance

In accordance with General Assembly resolution 22 E (I) of 13 February 1946, staff members who own or drive motor cars shall carry public liability and property damage insurance in an amount adequate to insure them against claims arising from injury or death to other persons or from damage to the property of others caused by their cars.

Rule 312.4
Staff member's beneficiaries

(a) At the time of appointment each staff member shall nominate a beneficiary or beneficiaries in writing in a form prescribed by the Secretary-General. It shall be the responsibility of the staff member to notify the Secretary-General of any revocations or changes of beneficiaries.

(b) In the event of the death of a staff member, all amounts standing to the staff member's credit will be paid to his or her nominated beneficiary or beneficiaries subject to application of the Staff Rules. Such payment shall afford the United Nations a complete release from all further liability in respect to any sum so paid.

(c) If a nominated beneficiary does not survive or if a designation of beneficiary has not been made or has been revoked, the amount standing to the credit of a staff member will, upon the staff member's death, be paid to his or her estate.

Rule 312.5
Proprietary rights

All rights, including title, copyright and patent rights, in any work performed by a staff member as part of his or her official duties, shall be vested in the United Nations.

Rule 312.6
Effective date of Staff Rules

Except as otherwise indicated and subject always to the provisions of regulations 12.1, 12.2, 12.3, 12.4 and 12.5, staff rules 301.1 to 312.6, as published in the present revision, shall be effective 1 January 2004. Any special conditions entered into in an individual letter of appointment will, however, continue to govern the appointment.

Appendices to the 300 series of the Staff Rules

Appendix A

Salary rates for conference and other short-term staff at Headquarters under rule 301.1 (a) (i)

I. Monthly salary rates for staff in the Professional and higher categories at Headquarters[a]

(United States dollars)

	Local (effective 1 September 2003)		*Non-local[b] (effective 1 January 2003)*	
Level	*Gross*	*Net*	*Gross*	*Net*
USG	20 589	14 498	19 724	13 632
ASG	18 800	13 380	18 326	12 906
D-2	15 566	11 359	15 800	11 593
D-1	14 245	10 522	14 771	11 049
P-5	11 794	8 905	12 887	9 998
P-4	9 643	7 444	11 248	9 049
P-3	7 859	6 187	9 904	8 232
P-2	6 417	5 154	8 824	7 561
P-1	5 016	4 104	7 791	6 878

[a] The Secretary-General may establish appropriate alternative rates for special assignments.
[b] Includes subsistence allowance.

II. Salary rates for translators and revisers[a]

(United States dollars)

A. Daily rates

Effective 1 September 2003

	Base pay		*Local recruits*[b]		*Non-local recruits*[c,d] *(effective 1 June 2003)*	
	Gross	*Net*	*Gross*	*Net*	*Gross*	*Net*
Translator I	186.75	135.60	253.80	202.65	211.75	160.60
Translator II	230.50	162.90	311.05	243.45	260.50	192.90
Translator III/ Reviser I	275.45	190.10	369.45	284.10	310.50	225.15
Translator IV/ Reviser II	312.80	211.60	417.44	316.24	351.70	250.50
Reviser III	350.15	233.20	465.46	348.52	392.85	275.90

B. Monthly rates

Effective 1 January 2003

	Base pay		*Local recruits*[b]		*Non-local recruits*[c,e] *(effective 1 April 2002)*	
	Gross	*Net*	*Gross*	*Net*	*Gross*	*Net*
Translator I	5 027	3 651	6 832	5 456	5 700	4 323
Translator II	6 205	4 382	8 373	6 550	7 012	5 192
Translator III/ Reviser I	7 414	5 116	9 944	7 646	8 358	6 060
Translator IV/ Reviser II	8 419	5 697	11 235	8 513	9 467	6 743
Reviser III	9 425	6 277	12 529	9 381	10 574	7 426

[a] The terms "translators" and "revisers" in this section include, as appropriate, précis writers, verbatim reporters and editors of Official Records and publications.

[b] Including post adjustment.

[c] Including cost-of-living supplement.

[d] In addition, entitled to a daily subsistence allowance of $275. This rate is subject to change without prior notice.

[e] In addition, entitled to a daily subsistence allowance of $275 for the first 30 days, $234 for the next 30 days, $183 from the 61st day and $137 from the 121st day. These rates are subject to change without prior notice.

III. Salary rates for interpreters

(United States dollars)

Effective 1 July 2003

	Daily[a]		*Monthly*[b]	
	Gross	*Net*	*Gross*	*Net*
	A. World rate			
Group I	406.00	376.00	10 917	10 121
Group II	263.50	250.50	7 104	6 743
	B. Americas rate			
Group I	447.50	417.50	12 034	11 238
Group II	291.50	278.50	7 857	7 496

[a] In addition, if non-locally recruited, entitled to a daily subsistence allowance of $275. This rate is subject to change without prior notice.

[b] In addition, if non-locally recruited, entitled to a daily subsistence allowance of $275 for the first 30 days, $234 for the next 30 days, $183 from the 61st day and $137 from the 121st day. These rates are subject to change without prior notice.

IV. Salary rates for conference and other short-term staff[a]

Monthly standard salary rates for staff in the General Service, Conference Typists, Security Service and Trades and Crafts categories at Headquarters

(United States dollars)

Effective 1 June 2003

	Local recruits		*Non-local recruits*[b]	
Level	*Gross*	*Net*	*Gross*	*Net*
General Service				
G-7	4 697	3 643	8 207	7 153
G-6	4 230	3 297	7 740	6 807
G-5	3 806	2 983	7 316	6 493
G-4A	3 563	2 803	7 073	6 313
G-4	3 424	2 700	6 934	6 210
G-3C	3 453	2 722	6 963	6 232
G-3B	3 327	2 628	6 837	6 138
G-3A	3 206	2 535	6 716	6 045
G-3	3 085	2 442	6 595	5 952
G-2B	3 222	2 548	6 732	6 058
G-2A	3 004	2 379	6 514	5 889
G-2	2 785	2 211	6 295	5 721
G-1	2 512	2 001	-	-
Conference typists				
CT-C	3 704	2 908	7 214	6 418
CT-B	3 453	2 722	6 963	6 232
CT-A	3 206	2 535	6 716	6 045
Security Service				
S-3B	4 852	3 757	-	-
S-3A	4 431	3 446	-	-
S-2	3 995	3 123	-	-
S-1	3 556	2 798	-	-
Trades and Crafts				
TC-5	4 680	3 630	-	-
TC-4	4 339	3 377	-	-
TC-3	3 997	3 124	-	-
TC-2	3 657	2 873	-	-
TC-1	3 233	2 618	-	-

[a] The Secretary-General may establish appropriate alternative rates for special assignments.

[b] The net or gross rate for non-local recruits consists of the net or gross salary of local recruits plus a subsistence element of $3,510.

Appendix B

Overtime payment and compensatory time off for short-term staff at Headquarters

(a) Pursuant to rule 303.2, short-term staff members in the General Service and related categories who are required to work overtime at Headquarters shall be given compensatory time off or may receive additional payment in accordance with the following provisions:

(i) Overtime at Headquarters means time worked in excess of the scheduled workday or in excess of the scheduled workweek or time worked on official holidays, provided that such work has been authorized by the proper authority;

(ii) The scheduled workday at Headquarters means the duration of the working hours in effect at the time on any day of the scheduled workweek, less one hour for a meal;

(iii) The scheduled workweek at Headquarters consists of the five working days assigned to the staff member during seven consecutive calendar days;

(iv) Compensation shall take the form of an equal amount of compensatory time off for overtime in excess of the scheduled workday up to a total of eight hours of work on the same day. Subject to the exigencies of service, such compensatory time off may be given at any time during the four months following the month in which the overtime takes place. If, upon separation from service, a staff member has accrued compensatory time off, he or she may be paid in lieu thereof a sum of money corresponding to the net base salary for an equivalent number of hours;

(v) Compensation shall take the form of an additional payment for overtime in excess of a total of eight hours of work in any day of the scheduled workweek, or when it takes place on the sixth or seventh day of the scheduled workweek;

(vi) Compensation for overtime shall take the form of an additional payment when it takes place on an official holiday, provided that the Secretary-General may require all staff members at Headquarters to work on a holiday that falls during a period of exigency. In that event, the Secretary-General shall set another working day to be observed as the holiday and the holiday falling during the period of exigency shall be treated as a normal working day;

(vii) a. The additional payment referred to in subparagraph (v) above shall be made at the rate of one-and-one-half times the staff member's net base salary rate, except that if the overtime work takes place on a Sunday or on the seventh day of the scheduled workweek, the rate of the additional payment shall be twice the staff member's net base salary rate. In the latter case, overtime which takes place on a Sunday will be subject to compensation at the straight or one-and-one-half time rate, as appropriate;

b. The additional payment referred to in subparagraph (vi) above shall be made at the rate of twice the staff member's net base salary rate;

(viii) Compensation for overtime shall be reckoned to the nearest half hour; casual overtime of less than one half hour on any day during the scheduled

workweek shall be disregarded. A staff member who is required to work on the sixth or seventh day of the week or on an official holiday shall receive no less than four hours of overtime compensation;

(ix) In the interests of the health of the staff and the efficiency of the service, supervisors shall not require a staff member to work more than 40 hours of overtime during any one month, except where unusual exigencies of service so require.

(b) Short-term staff members at the Professional level and above who work substantial and recurrent periods of overtime may be granted occasional time off for such periods as the Secretary-General may consider appropriate.

Conditions governing night differential

(a) Pursuant to rule 303.2, staff members whose salary rates are set out in section I of appendix A to these Rules shall receive, for any regular working hours between 6 p.m. and 9.30 a.m., a night differential at the rate of 10 per cent of their net base salary, provided that no such differential shall be paid for any part of the tour of duty that begins between 6 a.m. and 9.30 a.m.

(b) Payments shall be reckoned to the nearest hour, and work periods of less than one half hour shall not be taken into consideration.

Appendix C

Salary rates for staff specifically recruited for service of a limited duration under rule 301.1 (a) (ii)

I. Annual salary rates for staff in the Professional and higher categories

(United States dollars)

Salary rates

Effective 1 January 2003

Level	*Gross*	*Net*
USG	186 144	113 041
ASG	169 366	104 324
D-2	139 050	88 571
D-1	126 713	82 045
P-5	104 102	69 437
P-4	84 435	58 041
P-3	68 306	48 242
P-2	55 346	40 191
P-1	42 944	31 997

Service allowance

Effective 1 January 2003

Level	*A*	*B*	*C*	*D*	*
USG					39 564
ASG					36 513
D-2	6 200	12 400	18 600	24 800	
D-1	5 743	11 486	17 229	22 973	
P-5	4 861	9 721	14 582	19 442	
P-4	4 063	8 126	12 189	16 251	
P-3	3 372	6 756	12 060	13 512	
P-2	2 808	5 628	10 044	11 256	
P-1	2 244	4 476	8 004	8 964	

Family element of service allowance

Effective 1 January 2003

Level	*A*	*B*	*C*	*D*	*
USG					18 313
ASG					16 900
D-2	11 373	12 117	13 286	13 605	
D-1	10 535	11 224	12 307	12 602	
P-5	8 916	9 499	10 416	10 666	
P-4	7 452	7 940	8 706	8 915	
P-3	6 192	6 600	7 236	7 404	
P-2	5 160	5 496	6 024	6 168	
P-1	4 104	4 380	4 800	4 920	

II. Annual salary rates for staff in the Field Service category

(United States dollars)

Salary rates

Effective 1 January 2003

Level	*Gross*	*Net*
FS-7	83 994	57 775
FS-6	68 798	48 541
FS-5	58 496	42 246
FS-4	51 225	37 490
FS-3	44 871	33 276
FS-2	39 401	29 651
FS-1	34 617	26 490

Service allowance

Effective 1 January 2003

Level	*A*	*B*	*C*	*D*
FS-7	4 044	8 089	12 133	16 177
FS-6	3 396	6 792	12 132	13 596
FS-5	2 952	5 916	10 560	11 832
FS-4	2 628	5 244	9 372	10 500
FS-3	2 328	4 656	8 316	9 312
FS-2	2 076	4 152	7 416	8 304
FS-1	1 860	3 708	6 624	7 416

Family element of service allowance

Effective 1 January 2003

Level	*A*	*B*	*C*	*D*
FS-7	7 418	7 904	8 389	8 874
FS-6	6 228	6 636	7 284	7 452
FS-5	5 424	5 784	6 336	6 492
FS-4	4 812	5 124	5 628	5 760
FS-3	4 272	4 548	4 992	5 112
FS-2	3 804	4 056	4 452	4 560
FS-1	3 396	3 624	3 972	4 068

III. Annual pensionable remuneration for staff in the Professional and higher categories

(United States dollars)

Effective 1 January 2003

Level	*Amount*
USG	224 816
ASG	207 792
D-2	172 784
D-1	157 049
P-5	130 683
P-4	106 673
P-3	87 673
P-2	71 927
P-1	56 008

IV. Annual pensionable remuneration for staff in the Field Service category

(United States dollars)

Effective 1 January 2003

Level	*Amount*
FS-7	106 086
FS-6	88 251
FS-5	75 972
FS-4	66 639
FS-3	58 482
FS-2	51 524
FS-1	45 862

Appendix D

Rules governing compensation in the event of death, injury or illness attributable to the performance of official duties (issued separately as Secretary-General's bulletin ST/SGB/Staff Rules/Appendix D/Rev.1 and Amend.1, and ST/SGB/Staff Rules/1/Rev.7/Amend.3)

Appendix E

Staff rules 108.1 and 108.2 and 111.1 and 111.2

Chapter VIII
Staff relations

Rule 108.1
Staff representative bodies

Definition. The term "staff representative bodies", as used in the present chapter of the Staff Rules, shall be deemed to include staff councils, as referred to in other chapters of the Rules, as well as other corresponding staff representative bodies established in accordance with staff regulation 8.1 (b).

(a) Staff representative bodies shall be established at the following duty stations: Addis Ababa, Baghdad, Bangkok, Geneva, Jerusalem, Nairobi, New York, Santiago and Vienna. Staff representative bodies may also be established at other duty stations, each of which may affiliate with a staff representative body at one of the duty stations specified above. Staff members serving in duty stations where no staff representative body exists may decide to be represented through a staff representative body at one of the specified duty stations.

(b) Each member of the staff may participate in elections to a staff representative body, and all staff serving at a duty station where a staff representative body exists shall be eligible for election to it, subject to any exceptions as may be provided in the electoral regulations drawn up by the staff representative body concerned and meeting the requirements of regulation 8.1 (b).

(c) Polling officers selected by the staff shall conduct the election of the members of each staff representative body, on the basis of the electoral regulations of the staff representative body concerned, in such a way as to ensure the complete secrecy and fairness of the vote. The polling officers shall also conduct other elections of staff members as required by the Staff Regulations or Staff Rules.

(d) The staff representative bodies shall be entitled to effective participation through their duly elected executive committees, in identifying, examining and resolving issues relating to staff welfare, including conditions of work, general conditions of life and other personnel policies, and shall be entitled to make proposals to the Secretary-General on behalf of the staff.

(e) In accordance with the principle of freedom of association, staff members may form and join associations, unions or other groupings. However, formal contact and communication on the matters referred to in paragraph (d) shall be conducted at each duty station through the executive committee of the staff representative body, which shall be the sole and exclusive representative body for such purpose.

(f) General administrative instructions or directives on questions within the scope of paragraph (d) shall be transmitted in advance, unless emergency situations make this impracticable, to the executive committees of the staff representative bodies concerned for consideration and comment before being placed in effect.

Rule 108.2
Joint staff/management machinery

(a) The joint staff/management machinery provided for in regulation 8.2 shall consist of:

(i) Joint advisory committees or corresponding staff/management bodies, at designated duty stations, normally composed of not less than three and not more than seven staff representatives and an equal number of representatives of the Secretary-General;

(ii) A Secretariat-wide joint staff/management body composed of equal numbers of representatives of the staff and of representatives of the Secretary-General.

(b) The President of the staff/management bodies referred to in paragraph (a) above shall be selected by the Secretary-General from a list proposed by the staff representatives.

(c) Instructions or directives embodying recommendations made by the bodies referred to in paragraph (a) above shall be regarded as having satisfied the requirements of rule 108.1 (d) and (f).

(d) The joint staff/management bodies referred to in paragraph (a) shall establish their own rules and procedures.

(e) The Secretary-General shall designate secretaries of the joint staff/management bodies referred to in paragraph (a) and shall arrange for such services as may be necessary for their proper functioning.

Chapter XI
Joint appeals boards

Rule 111.1
Establishment

(a) Joint appeals boards shall be established in New York, Geneva, Vienna, Nairobi and at such other duty stations as may be designated by the Secretary-General to consider and advise the Secretary-General regarding appeals filed under the terms of staff regulation 11.1.

(b) Each Joint Appeals Board shall be composed of:

(i) Chairpersons appointed by the Secretary-General after selection by the joint staff/management machinery in respect of the staff representative body or bodies at the duty station at which the Board is established;

(ii) Members appointed by the Secretary-General;

(iii) An equal number of members elected by ballot of the staff under the jurisdiction of the Board.

The number of chairpersons and members of each Board shall be determined by the Secretary-General upon recommendation of the joint staff/management machinery in respect of the staff representative body or bodies at the duty station at which the Board is established.

(c) The chairpersons and members of the Joint Appeals Board shall be appointed or elected for two years, shall be eligible for reappointment or re-election and shall remain in office until their successors are appointed or elected.

(d) A chairperson may be removed from a Joint Appeals Board by the Secretary-General upon recommendation of the joint staff/management machinery in respect of the staff representative body or bodies of the duty station at which the Board is established. The members appointed by the Secretary-General may be removed by him. The members elected by the staff may be recalled by a majority vote of the staff under the jurisdiction of the Board concerned, taken at the initiative of any staff representative body at the duty station at which that Board is established.

(e) Each Joint Appeals Board shall establish its own rules of procedure, which shall specify how its presiding officer and, where necessary, any alternate presiding officers shall be selected from among the chairpersons.

(f) Each Joint Appeals Board may, by a majority vote of all its chairpersons and members, recommend to the Secretary-General changes in the present chapter of the Staff Rules.

(g) The secretariat of each Joint Appeals Board shall consist of a secretary and such other staff as may be required for its proper functioning.

Rule 111.2
Appeals

(a) A staff member wishing to appeal an administrative decision, pursuant to staff regulation 11.1, shall, as a first step, address a letter to the Secretary-General, requesting that the administrative decision be reviewed; such a letter must be sent within two months from the date the staff member received notification of the decision in writing.

(i) If the Secretary-General replies to the staff member's letter, he or she may appeal against the answer within one month of the receipt of such reply;

(ii) If the Secretary-General does not reply to the letter within one month in respect of a staff member stationed in New York, or within two months in respect of a staff member stationed elsewhere, the staff member may appeal against the original administrative decision within one month of the expiration of the time limit specified in this subparagraph for the Secretary-General's reply.

(b) At any time after a request for review has been submitted but before a panel of the Joint Appeals Board has been constituted to hear an appeal, conciliation may be sought on the issues involved at the initiative of the Secretary-General, or the staff member, or the presiding officer of the Joint Appeals Board. The presiding officer shall refer the matter for that purpose to a chairperson or member of the Joint Appeals Board. This procedure is without prejudice to the right of the staff member to pursue an appeal under the provisions of this rule if the issues cannot be resolved through conciliation.

(c) Neither a request for administrative review under paragraph (a) above nor the filing of an appeal under paragraph (d) below shall have the effect of suspending action on the contested decision.

(i) However, the staff member concerned may request a suspension of action on such decision by writing to the Secretary of the appropriate Joint Appeals Board under paragraph (d) below. The request shall set forth the relevant facts and indicate how implementation would directly and irreparably injure the staff member's rights;

(ii) Upon receipt of such a request, a panel of the Board shall be promptly constituted, and shall act expeditiously. If the panel, after considering the views of both parties, determines that the decision has not been implemented and that its implementation would result in irreparable injury to the appellant, it may recommend to the Secretary-General the suspension of action on that decision:

a. Until the time limits specified in subparagraphs (a) (i) or (ii) have passed without an appeal having been filed, or

b. If an appeal is filed, until a decision on the appeal is taken;

(iii) The Secretary-General's decision on such a recommendation is not subject to appeal.

(d) An appeal pursuant to paragraph (a) or a request for suspension of action pursuant to paragraph (c) above shall be filed with the Secretary of the appropriate Joint Appeals Board, to be determined as follows:

(i) With respect to staff members serving at a duty station at which a Board has been established or who are administered by organizational units located at such duty station, it shall be the Board;

(ii) With respect to former staff members who last served at a duty station at which a Board has been established or who were administered by organizational units located at such a duty station, it shall be that Board;

(iii) With respect to all other staff members and all other former staff members, it shall be the Board established in New York, provided that the Secretary-General may decide, at the request of the staff member, to refer the appeal to another one of the Boards or to establish an appropriate ad hoc body. Such staff members or former staff members may meet the time limits specified in subparagraphs (a) (i) or (ii) by delivering the requisite submissions within such limits to any office of the United Nations for transmission to the appropriate Board.

(e) (i) For the consideration of each appeal, the presiding officer of the appropriate Joint Appeals Board shall constitute a panel of the Board, composed as follows:

a. A panel chairperson from among the chairpersons of the Board;

b. A member selected from among those appointed by the Secretary-General;

c. A member selected from among those elected by the staff;

(ii) In constituting such panels, the maximum possible rotation of chairpersons and members of the Board shall be observed: the modalities of such rotation shall be specified in the rules of procedure of the Board. No person who has assisted the Secretary-General in a conciliation procedure

referred to in paragraph (b) shall serve on a panel established to consider an appeal relating to the same case;

(iii) Before a panel undertakes consideration of an appeal, the parties shall be notified of the proposed composition thereof. The presiding officer of the Board may, at the request of either party, disqualify the chairperson or either member if, in the opinion of the presiding officer, such action is warranted to ensure impartiality. He or she may also excuse the chairperson or either member from serving on the panel;

(iv) Subject to the principles set out in subparagraphs (i) to (iii), the presiding officer of the Board shall fill any vacancies arising on the panel.

(f) An appeal shall not be receivable unless the time limits specified in paragraph (a) above have been met or have been waived, in exceptional circumstances, by the panel constituted for the appeal.

(g) At the duty station where the appeal is considered, the designated representative of the Secretary-General shall submit a written reply within two months following the date of receipt of the appeal.

(h) Proceedings before a panel shall normally be limited to the original written presentation of the case, together with brief statements and rebuttals, which may be made orally or in writing, in one of the working languages of the Secretariat.

(i) A staff member may arrange to have his or her appeal presented to the panel on his or her behalf by counsel, at his or her own expense.

(j) Where the competence of the Joint Appeals Board is in doubt, the panel constituted for the appeal shall decide.

(k) In the case of termination or other action on grounds of inefficiency or relative efficiency, the panel shall not consider the substantive question of efficiency but only evidence that the decision was motivated by prejudice or by some other extraneous factor.

(l) The panel shall have authority to call members of the Secretariat who may be able to provide information concerning the issues before it and shall have access to all documents pertinent to the case. Notwithstanding the preceding sentence, should the panel wish to have information or documents relating to the proceedings of the appointment and promotion bodies in questions involving appointment and promotion, it shall request such information or documents from the Chairperson of the Appointment and Promotion Board, who shall decide on the panel's request, taking into account the interests of confidentiality. This decision of the Chairperson is not subject to appeal. The Chairperson of the panel shall determine which documents are to be transmitted to all members of the panel and the parties.

(m) In considering an appeal, the panel shall act with the maximum dispatch consistent with a fair review of the issues before it.

(n) Within one month of the date on which the consideration of an appeal has been completed, the panel shall, by majority vote, adopt and submit a report to the Secretary-General. The report shall be considered as constituting a record of the proceedings in the appeal and may include a summary of the matter as well as all recommendations that the panel considers appropriate. Votes on the

recommendations shall be recorded and any member of the panel may have his or her dissenting opinion included in the report.

(o) Notwithstanding the above, if the appeal involves a claim having a cumulative maximum value not in excess of one thousand and five hundred dollars ($1,500), on account of salary, emoluments or any other entitlement under the Staff Regulations and Staff Rules, such claim shall be considered a "small claim" and shall be dealt with accordingly under appropriate rules of procedure which the Joint Appeals Board competent to hear the appeal may have adopted. Such rules may require the designated representative of the Secretary-General to submit comments within thirty days of receipt of the claim from the Joint Appeals Board secretariat.

(p) The final decision on the appeal will normally be taken by the Secretary-General within one month after the panel has forwarded its report, and shall be communicated to the staff member, together with a copy of the panel's report. The Secretary-General's decision and a copy of the panel's report shall also be transmitted to a designated officer of the staff representative body or bodies at the duty station at which the Joint Appeals Board is established, unless the staff member objects.

(q) To enable staff members to exercise their right to make application to the Administrative Tribunal under article 7, paragraphs 2 (b) and (c), of its statute, the Secretary of the Joint Appeals Board concerned shall, at the request of the staff member, communicate to him or her the report of the panel, if the Secretary-General has not made a decision upon the report within a period of one month after the date on which the report was submitted to him.

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